Shortcut Keys on Computer

Windows Operating System (Based on Windows 10)

General Shortcuts

Ctrl + Insert	Copy
Shift + Insert	Paste

Alt key Shortcuts

Alt + underlined letter	Perform the command for that letter.
Alt + Enter	Display properties for the selected item.
Alt + Spacebar	Open the shortcut menu for the active window.
Alt + Left arrow	Go back.
Alt + Right arrow	Go forward.
Alt + Page Up	Move up one screen.
Alt + Page Down	Move down one screen.
Alt + Esc	Cycle through items in the order in which they were opened.
Alt + Tab	Switch between open apps.
Alt + F4	Close Window

Function key Shortcuts

F1	Help
F2	Rename the selected item.
F3	Search for a file or folder in File Explorer.
F4	Display the address bar list in File Explorer.
F5	Refresh the active window.
F6	Cycle through screen elements in a window or on the desktop.
F11	Full Screen

Win Key Shortcuts

Win	Open or close Start.
Win + A	Open Quick Settings. Updated in Windows 11.
Win + B	Set focus to the first icon in the Taskbar corner.
Win + C	Open Chat from Microsoft Teams. Updated in Windows 11.
Win + Shift + C	Open the charms menu.
Win + Ctrl + C	Turn on colour filters (enable this shortcut first in Colour Filter settings).
Win + D	Display and hide the desktop.
Win + E	Open File Explorer.
Win + F	Open Feedback Hub and take a screenshot.
Win + G	Open Xbox Game Bar when a game is open.
Win + Alt + B	Turn HDR on or off.
Win + H	Launch voice typing. Updated in Windows 11.
Win + I	Open Settings.
Win + J	Set focus to a Windows tip when one is available.
Win + K	Open Cast from Quick Settings. Updated in Windows 11.
Win + Alt + K	Toggle microphone mute in apps that support Call Mute. (Available starting in Windows 11, version 22H2.)
Win + L	Lock your PC or switch accounts.

Win + M	Minimize all windows.
Win + Shift + M	Restore minimized windows on the desktop.
Win + N	Open notification centre and calendar. Updated in Windows 11.
Win + O	Lock device orientation.
Win + P	Choose a presentation display mode.
Win + Ctrl + Q	Open Quick Assist.
Win + R	Open the Run dialog box.
Win + Alt + R	Record video of game window in focus (using Xbox Game Bar).
Win + S	Open search.
Win + Shift + S	Take a screenshot of part of your screen.
Win + T	Cycle through apps on the taskbar.
Win + U	Open Accessibility Settings.
Win + V	Open the clipboard history.
Win + Shift + V	Set focus to a notification.
Win + W	Open Widgets. Updated in Windows 11.
Win + X	Open the Quick Link menu.
Win + Y	Switch input between Windows Mixed Reality and your desktop.
Win + Z	Open the snap layouts. Updated in Windows 11.
Win + period (.) or semicolon (;)	Open emoji panel.
Win + comma (,)	Temporarily peek at the desktop.
Win + Pause	Opens Start > Settings > System > About.
Win + Ctrl + F	Search for PCs (if you're on a network).
Win + number	Open the desktop and start the app pinned to the taskbar in the position indicated by the number. If the app is already running, switch to that app.
Win + Shift + number	Open the desktop and start a new instance of the app pinned to the taskbar in the position indicated by the number.
Win + Ctrl + number	Open the desktop and switch to the last active window of the app pinned to the taskbar in the position indicated by the number.
Win + Alt + number	Open the desktop and open the Jump List for the app pinned to the taskbar in the position indicated by the number.
Win + Ctrl + Shift + number	Open the desktop and open a new instance of the app located at the given position on the taskbar as an administrator.
Win + Tab	Open Task view.
Win + Up arrow	Maximize the window.
Win + Alt + Up arrow	Snap window in focus to top half of screen. New with Windows 11.
Win + Down arrow	Remove current app from screen or minimize the desktop window.
Win + Alt + Down arrow	Snap window in focus to bottom half of screen. New with Windows 11.
Win + Left arrow	Maximize the app or desktop window to the left side of the screen.
Win + Right arrow	Maximize the app or desktop window to the right side of the screen.
Win + Home	Minimize all except the active desktop window (restores all windows on second stroke).
Win + Shift + Up arrow	Stretch the desktop window to the top and bottom of the screen.
Win + Shift + Down arrow	Restore/minimize active desktop windows vertically, maintaining width.
Win + Shift + Left arrow or Right arrow	Move an app or window in the desktop from one monitor to another.
Win + Shift + Spacebar	Cycle backwards through language and keyboard layout.
Win + Spacebar	Switch input language and keyboard layout.
Win + Ctrl + Spacebar	Change to a previously selected input.
Win + Ctrl + Enter	Turn on Narrator.

Win + Plus (+)	Open Magnifier and zoom in.
Win + Minus (-)	Zoom out in Magnifier.
Win + Esc	Close Magnifier.
Win + forward slash (/)	Begin IME reconversion.
Win + Ctrl + Shift + B	Wake PC from blank or black screen.
Win + PrtScn	Save full screen screenshot to file.
Win + Alt + PrtScn	Save screenshot of game window in focus to file (using Xbox Game Bar).
Win + Alt + Enter (on taskbar item focus)	Open taskbar settings.

Ctrl Key Shortcuts

Ctrl + C	Copy
Ctrl + D	Delete to recycle bin
Ctrl + M	Memory in Calculator
Ctrl + N	New Window

Ctrl + P	Print
Ctrl + Q	Exit
Ctrl + S	Save
Ctrl + V	Paste
Ctrl + W	Close Application

Ctrl + X	Cut
Ctrl + Y	Redo
Ctrl + Z	Undo
Ctrl + F4	Close Active Window

Word

Ctrl Key Shortcuts

Ctrl + A	Select All
Ctrl + B	Bold
Ctrl + C	Copy
Ctrl + D	Font
Ctrl + E	Centre Align
Ctrl + F	Find
Ctrl + G	Go To
Ctrl + H	Replace
Ctrl + I	Italics
Ctrl + J	Justify Align
Ctrl + K	Hyperlink
Ctrl + L	Left Align
Ctrl + M	Left Indent
Ctrl + N	New Document
Ctrl + O	Open Existing Document
Ctrl + P	Print
Ctrl + Q	Single Spacing
Ctrl + R	Right Align
Ctrl + S	Save
Ctrl + T	First line Left Indent
Ctrl + U	Quick Underline
Ctrl + V	Paste
Ctrl + W	Close Document
Ctrl + X	Cut
Ctrl + Y	Redo
Ctrl + Z	Undo
Ctrl + 0	Add Space Before Paragraph
Ctrl + 1	Line Spacing 1pt
Ctrl + 2	Line Spacing 2pts
Ctrl + 3	
Ctrl + 4	
Ctrl + 5	Line Spacing 1.5pts
Ctrl + 6	
Ctrl + 7	
Ctrl + 8	
Ctrl + 9	
Ctrl + [	Decrease Font by 1pt
Ctrl +]	Increase Font by 1pt
Ctrl + ←	Move Cursor One Word Left
Ctrl + →	Move Cursor One Word Right
Ctrl + ↑	Move Cursor One Paragraph Up
Ctrl + ↓	Move Cursor One Paragraph Down
Ctrl + Num -	En Dash
Ctrl + Shift + Num -	Em Dash
Ctrl + Num +	
Ctrl + Num *	
Ctrl + Enter	Insert Page Break
Ctrl + ` (Tilde)	
Ctrl + Home	Beginning of Document
Ctrl + End	End of Document
Ctrl + Ins	
Ctrl + PgUp	
Ctrl + PgDn	
Ctrl + ;	
Ctrl + '	
Ctrl + Mouse Scroll	Zoom In/Out
Ctrl + Left Click	Select Clicked

How to type accents using Ctrl key?

Characters like Å, È, Ï, Ñ, Ó (used in European languages) can be typed easily in MS Word. For this the Accent will be typed holding Ctrl key and then the letter should be pressed. Here are some examples.

To insert this	**Press**
à, è, ì, ò, ù, À, È, Ì, Ò, Ù	CTRL+` (ACCENT GRAVE), the letter
á, é, í, ó, ú, ý Á, É, Í, Ó, Ú, Ý	CTRL+' (APOSTROPHE), the letter

â, ê, î, ô, û Â, Ê, Î, Ô, Û	CTRL+SHIFT+^ (CARET), the letter
ã, ñ, õ Ã, Ñ, Õ	CTRL+SHIFT+~ (TILDE), the letter
ä, ë, ï, ö, ü, ÿ, Ä, Ë, Ï, Ö, Ü, Ÿ	CTRL+SHIFT+: (COLON), the letter
å, Å	CTRL+SHIFT+@, a or A
æ, Æ	CTRL+SHIFT+&, a or A
œ, Œ	CTRL+SHIFT+&, o or O
ç, Ç	CTRL+, (COMMA), c or C
ð, Ð	CTRL+' (APOSTROPHE), d or D
ø, Ø	CTRL+/, o or O
¿	ALT+CTRL+SHIFT+?
¡	ALT+CTRL+SHIFT+!
ß	CTRL+SHIFT+&, s

Note: Alternatively, this can be typed using Alt Code (Alt + X).

To insert this macron character:	**Press this:**
Ā	Alt+0256
ā	Alt+0257
Ē	Alt+0274
ē	Alt+0275
Ī	Alt+0298
ī	Alt+0299
ñ	Alt+164
Ñ	Alt+165
Ō	Alt+0332
ō	Alt+0333
Ū	Alt+0362
ū	Alt+0363

å	Alt+0229
Å	Alt+0197
œ	Alt+0156
Œ	Alt+0140
þ	Alt+0254
Þ	Alt+0222
ø	Alt+0248
Ø	Alt+0216
æ	Alt+0230
Æ	Alt+0198
ß	Alt+0223
Ð	Alt+0208
ð	Alt+0240

Some important and useful Alt codes are given below.

Emojis	
☺	Alt + 1
☻	Alt + 2
♥	Alt + 3
♂	Alt + 11
♀	Alt + 12
♪	Alt + 13
♫	Alt + 14
International Business Standard Symbols	
©	Alt + 0169
®	Alt + 169
™	Alt + 0153
Filled Arrows	
►	Alt + 16
◄	Alt + 17
■	Alt + 254
▲	Alt + 30
▼	Alt + 31
Line Arrows	
↕	Alt + 23
↑	Alt + 24
↓	Alt + 25
→	Alt + 26
←	Alt + 27
Bullets	
❤	Alt + 3
♦	Alt + 4
♣	Alt + 5
♠	Alt + 6
•	Alt + 7
◘	Alt + 8
○	Alt + 9
◙	Alt + 10
♂	Alt + 11
♀	Alt + 12
♪	Alt + 13
♫	Alt + 14
☼	Alt + 15
Basic Operators	
+	Alt + 43
-	Alt + 45
×	Alt + 0215
÷	Alt + 0247
±	Alt + 241
Percentage	
%	Alt + 37
‰	Alt + 0137
Fractions	
/	Alt + 47
¼	Alt + 0188
½	Alt + 0189
¾	Alt + 0190
.	Alt + 46
Equality	
≡	Alt + 240
=	Alt + 61
≈	Alt + 247
Inequality	
<	Alt + 60
>	Alt + 62
≥	Alt + 242
≤	Alt + 243
Powers and Indices	
√	Alt + 251
ⁿ	Alt + 252
¹	Alt + 0185
²	Alt + 0178
³	Alt + 0179
Accents	
ˊ	Alt + 0180 *(Upper Accent)*
ˌ	Alt + 0184 *(Lower Accent)*
Question marks and Exclamatory marks	
!	Alt + 33
‼	Alt + 19
¡	Alt + 173
?	Alt + 63
¿	Alt + 168
Editing and Proofreading marks	
∟	Alt + 28
§	Alt + 21
¶	Alt + 20
†	Alt + 0134
‡	Alt + 0135
Quotation Marks	
“	Alt + 34
‹	Alt + 0139
›	Alt + 0155
‘	Alt + 0145
’	Alt + 0146
“	Alt + 0147
”	Alt + 0148
«	Alt + 174

»	Alt + 175
,	Alt + 0130
„	Alt + 0132
‘	Alt + 39
`	Alt + 96
Drawing blocks	
▒	Alt + 176
▒	Alt + 177
▓	Alt + 178
┤	Alt + 180
╡	Alt + 181
╢	Alt + 182
╖	Alt + 183
╕	Alt + 184
╣	Alt + 185
║	Alt + 186
╗	Alt + 187
╝	Alt + 188
╜	Alt + 189
╛	Alt + 190
┐	Alt + 191
└	Alt + 192
┴	Alt + 193
┬	Alt + 194

├	Alt + 195
─	Alt + 196
┼	Alt + 197
╞	Alt + 198
╟	Alt + 199
╚	Alt + 200
╔	Alt + 201
╩	Alt + 202
╦	Alt + 203
╠	Alt + 204
═	Alt + 205
╬	Alt + 206
╧	Alt + 207
╨	Alt + 208
╤	Alt + 209
╥	Alt + 210
╙	Alt + 211
╘	Alt + 212
╒	Alt + 213
╓	Alt + 214
╫	Alt + 215
╪	Alt + 216
┘	Alt + 217
┌	Alt + 218

▉	Alt + 219
▄	Alt + 220
▌	Alt + 221
▐	Alt + 222
▀	Alt + 223
Greek letters as mathematical symbols	
α	Alt + 224
ß	Alt + 225
Γ	Alt + 226
π	Alt + 227
Σ	Alt + 228
σ	Alt + 229
µ	Alt + 230
τ	Alt + 231
Φ	Alt + 232
Θ	Alt + 233
Ω	Alt + 234
δ	Alt + 235
∞	Alt + 236 *(Not a Greek Letter)*
φ	Alt + 237
ε	Alt + 238
∩	Alt + 239 *(Not a Greek Letter)*

Function Key Shortcuts

F1	Help
F2	
F3	
F4	Delete
F5	Find
F6	Status Bar
F7	Spelling & Grammar
F8 (multiple)	Select
F9	

F10	Menu Ribbon
F11	
F12	Save As
Alt + F1	
Alt + F2	
Alt + F3	
Alt + F4	Close
Alt + F5	Restore down all open windows

Alt + F6	Move between opened windows
Alt + F7	Spelling & Grammar
Alt + F8	Macro
Alt + F9	
Alt + F10	Selection Pane
Alt + F11	Visual basic
Alt + F12	
Shift + F1	Reveal formatting
Shift + F2	
Shift + F3	
Shift + F4	Next Paragraph
Shift + F5	Previous Paragraph
Shift + F6	Menu Ribbon
Shift + F7	Thesaurus
Shift + F8	
Shift + F9	
Shift + F10	Right Click menu
Shift + F11	
Shift + F12	SAVE
Ctrl + F1	Collapse/Restore Ribbon
Ctrl + F2	Print
Ctrl + F3	

Ctrl + F4	Close Window
Ctrl + F5	
Ctrl + F6	Move between opened windows
Ctrl + F7	
Ctrl + F8	
Ctrl + F9	Insert Formula
Ctrl + F10	Restore up/down
Ctrl + F11	
Ctrl + F12	Open
Ctrl + Shift + F1	View only document
Ctrl + Shift + F2	
Ctrl + Shift + F3	
Ctrl + Shift + F4	
Ctrl + Shift + F5	Bookmark
Ctrl + Shift + F6	
Ctrl + Shift + F7	
Ctrl + Shift + F8	
Ctrl + Shift + F9	
Ctrl + Shift + F10	
Ctrl + Shift + F11	
Ctrl + Shift + F12	Print

Excel

Ctrl Key Shortcuts

Ctrl + A	Select All *
Ctrl + B	Bold
Ctrl + C	Copy
Ctrl + D	Duplicate Above Cell
Ctrl + E	Flash Fill
Ctrl + F	Find
Ctrl + G	Go To
Ctrl + H	Replace
Ctrl + I	Italics
Ctrl + J	
Ctrl + K	Hyperlink
Ctrl + L	Create Table with Selected Cells
Ctrl + M	
Ctrl + N	New Worksheet
Ctrl + O	Open Existing Worksheet
Ctrl + P	Print
Ctrl + Q	Select Surrounding Data Cells
Ctrl + R	Duplicate Left Cell
Ctrl + S	Save
Ctrl + T	Create Table with Active Cells
Ctrl + U	Quick Underline
Ctrl + V	Paste
Ctrl + W	Close Worksheet
Ctrl + X	Cut
Ctrl + Y	Redo
Ctrl + Z	Undo
Ctrl + 0	Hide Column
Ctrl + 1	Format Cells
Ctrl + 2	Bold
Ctrl + 3	Italics

Ctrl + 4	Quick Underline
Ctrl + 5	Strikethrough
Ctrl + 6	
Ctrl + 7	
Ctrl + 8	Outline Symbols
Ctrl + 9	Hide Row
Ctrl + [	
Ctrl +]	
Ctrl + ←	Leftmost/Active Leftmost Cell
Ctrl + →	Rightmost/Active Rightmost Cell
Ctrl + ↑	Upmost/Active Upmost Cell
Ctrl + ↓	Downmost/Active Downmost Cell
Ctrl + Num -	Delete Row/Column
Ctrl + Num +	Insert Row/Column
Ctrl + Num *	Select Surrounding Active Cells
Ctrl + Enter	Fill Selected Cells with Same Data
Ctrl + ` (Tidle)	Autofit Columns
Ctrl + Home	Move to First Active Cell
Ctrl + End	Move to Last Active Cell
Ctrl + Ins	Copy
Ctrl + PgUp	Scroll to Previous Sheet
Ctrl + PgDn	Scroll to Next Sheet
Ctrl + ;	Insert Today's Date
Ctrl + '	Insert ;
Ctrl + Mouse Scroll	Zoom In/Out
Ctrl + Left Click	Select Clicked

Function Key Shortcut

F1	Help
F2	Type in Active Cell
F3	
F4	Delete
F5	Go To
F6 (multiple)	Alter Key
F7	Spelling & Grammar
F8	Select
F9	
F10	Menu Ribbon
F11	Chart
F12	Save As

Alt + F1	Create Chart in Active Sheet
Alt + F2	Save As
Alt + F3	Name Box
Alt + F4	Close
Alt + F5	Restore down all open windows
Alt + F6	Move between opened windows
Alt + F7	
Alt + F8	Macro
Alt + F9	
Alt + F10	

Alt + F11	Visual basic
Alt + F12	
Shift + F1	
Shift + F2	Comment
Shift + F3	Insert Function
Shift + F4 (multi)	Go to First Blank Cell
Shift + F5	Find
Shift + F6	Menu Ribbon
Shift + F7	Thesaurus
Shift + F8	
Shift + F9	
Shift + F10	Right Click menu
Shift + F11	New Sheet
Shift + F12	Save
Ctrl + F1	Show/Hide Ribbon
Ctrl + F2	Print
Ctrl + F3	Name Manager
Ctrl + F4	Close Window
Ctrl + F5	Restore Down
Ctrl + F6	Move between opened windows
Ctrl + F7	
Ctrl + F8	
Ctrl + F9	Minimise
Ctrl + F10	Restore up/down
Ctrl + F11	Macro Sheet
Ctrl + F12	Open
Ctrl + Shift + F1	View only document
Ctrl + Shift + F2	
Ctrl + Shift + F3	Create Name from Selection
Ctrl + Shift + F4	Go Backward through Blank Cells
Ctrl + Shift + F5	Bookmark
Ctrl + Shift + F6	
Ctrl + Shift + F7	
Ctrl + Shift + F8	
Ctrl + Shift + F9	
Ctrl + Shift + F10	
Ctrl + Shift + F11	
Ctrl + Shift + F12	Print

Powerpoint

Ctrl Key Shortcuts

Ctrl + A	Select All
Ctrl + B	Bold
Ctrl + C	Copy
Ctrl + D	
Ctrl + E	Centre Align
Ctrl + F	Find
Ctrl + G	
Ctrl + H	Replace
Ctrl + I	Italics
Ctrl + J	Justify Align
Ctrl + K	Hyperlink
Ctrl + L	Left Align
Ctrl + M	New Slide
Ctrl + N	New Presentation
Ctrl + O	Open Existing Presentation
Ctrl + P	Print
Ctrl + Q	Close Window
Ctrl + R	Right Align
Ctrl + S	Save
Ctrl + T	
Ctrl + U	Quick Underline
Ctrl + V	Paste
Ctrl + W	Close Worksheet
Ctrl + X	Cut
Ctrl + Y	Redo
Ctrl + Z	Undo
Ctrl + 0	
Ctrl + 1	
Ctrl + 2	

Ctrl + 3	
Ctrl + 4	
Ctrl + 5	
Ctrl + 6	
Ctrl + 7	
Ctrl + 8	
Ctrl + 9	
Ctrl + [	
Ctrl +]	
Ctrl + ←	
Ctrl + →	
Ctrl + ↑	
Ctrl + ↓	
Ctrl + Num -	
Ctrl + Num +	
Ctrl + Num *	
Ctrl + Enter	Go Down and Add New Slide
Ctrl + `(Tilde)	
Ctrl + Home	Move to First Slide
Ctrl + End	Move to Last Last
Ctrl + Ins	Copy
Ctrl + PgUp	Scroll to Previous Slide
Ctrl + PgDn	Scroll to Next Slide
Ctrl + ;	
Ctrl + '	
Ctrl + ,	Rename Section
Ctrl + Mouse Scroll	Zoom In/Out
Ctrl + Left Click	Select Clicked

Function Key Shortcut

F1	Help
F2	Type in Active Cell
F3	
F4	Rename Section
F5	Interactive Presentation (Interactive in Multiple Display Only)
F6 (multiple)	Scroll through Sections
F7	Spelling & Grammar
F8	
F9	
F10	Menu Ribbon

F11	
F12	Save As
Alt + F1	
Alt + F2	Save As
Alt + F3	
Alt + F4	Close
Alt + F5	Presentation
Alt + F6	
Alt + F7	
Alt + F8	Macro
Alt + F9	Print Area Mark
Alt + F10	Selection Pane

 Copyright free

Alt + F11	Visual basic
Alt + F12	
Shift + F1	
Shift + F2	Comment
Shift + F3	
Shift + F4 (multi)	
Shift + F5	Presentation
Shift + F6	
Shift + F7	
Shift + F8	
Shift + F9	Gridlines
Shift + F10	Right Click menu
Shift + F11	
Shift + F12	Save
Ctrl + F1	Show/Hide Ribbon
Ctrl + F2	Print
Ctrl + F3	
Ctrl + F4	Close Window
Ctrl + F5	
Ctrl + F6	Move between opened windows
Ctrl + F7	
Ctrl + F8	
Ctrl + F9	
Ctrl + F10	
Ctrl + F11	
Ctrl + F12	Open
Ctrl + Shift + F1	View only document
Ctrl + Shift + F2	
Ctrl + Shift + F3	
Ctrl + Shift + F4	
Ctrl + Shift + F5	
Ctrl + Shift + F6	
Ctrl + Shift + F7	
Ctrl + Shift + F8	
Ctrl + Shift + F9	
Ctrl + Shift + F10	Arrange All Open Presentation side by side
Ctrl + Shift + F11	
Ctrl + Shift + F12	Print

TallyPrime and Tally.ERP 9 Shortcut Keys

General Shortcuts

Action	TallyPrime Shortcut	TallyPrime Location	Tally ERP 9 Shortcut
To go back to the previous screen by closing the currently open screen To remove inputs that is provided/selected for a field	Esc	NA	Esc
To move to the first/last menu in a section	Ctrl + Up/Down	NA	Ctrl + Up/Down
To move to the left-most/right-most drop-down top menu	Ctrl + Left/Right	NA	None
To move from any line to the first line in a list	Home & PgUp	NA	Home & PgUp
To from any point in a field to the beginning of the text in that field	Home	NA	Home
To move from any line to the last line in a list	End & PgDn	NA	End & PgDn
To move from any point in a field to the end of the text in that field	End	NA	End
To move one line up in a list To move to the previous field	Up arrow	NA	Up arrow
To move one line down in a list To move to the next field	Down arrow	NA	Down arrow
To move • One position left in a text field • To the previous column on the left • To the previous menu on the left	Left arrow	NA	Left arrow
To move • One position right in a text field • To the next column on the right • To the next menu on the right	Right arrow	NA	Right arrow
To rewrite data	Ctrl + Alt + R	NA	Ctrl + Alt + R
To quit the application	Alt + F4	NA	None
To view the build information	Ctrl + Alt + B	NA	Ctrl + Alt + B
To view TDL/Add-on details	Ctrl + Alt + T	NA	Ctrl + Alt + T
To navigate to the next artifact in the context To increment the Report date or next report in a sequence of reports displayed	+	NA	+
To navigate to the previous artifact in the context To decrement Report date or previous report in a sequence of reports displayed	–	NA	–
To accept or save a screen	Ctrl + A	NA	Ctrl + A
To expand or collapse a group in a table	Alt + Enter	NA	Alt + Enter
To move to the last field or last line	Ctrl + End	NA	Ctrl + End
To move to the first field or first line	Ctrl + Home	NA	Ctrl + Home
To open or hide calculator panel	Ctrl + N	NA	Ctrl + N (Open) Ctrl + M (Hide)
To hide or show the details in a table	Alt + T	NA	Alt + T
To open Company Features screen	F11	Top menu	F11
To primarily open a report, and create masters and vouchers in the flow of work.	Alt + G	Top menu	None
To switch to a different report, and create masters and vouchers in the flow of work.	Ctrl + G	Top menu	None
To open Company top menu	Alt + K	Top menu	None

Action	TallyPrime Shortcut	TallyPrime Location	Tally ERP 9 Shortcut
To open TallyHelp topic based on the context of the screen that is open	Ctrl + F1	Top menu	Alt + H
To open the company menu with the list of actions related to managing your company	Alt + K	Top menu	None
To open the list of actions applicable to managing the company data	Alt + Y	Top menu	None
To open the list of actions applicable to sharing or exchanging your company data	Alt + Z	Top menu	None
To open the import menu for importing masters, transaction, and bank statements	Alt + O	Top menu	None
To open the e-mail menu for sending transactions or reports	Alt + M	Top menu	None
To open the print menu for printing transactions or reports.	Alt + P	Top menu	None
To open the export menu for exporting masters, transactions, or reports	Alt + E	Top menu	None
To select the display language that is applicable across all screens	Ctrl + K	Top menu	Alt + G
To select the data entry language that is applicable to all screens	Ctrl + W	Top menu	Alt + K
To export the current voucher or report	Ctrl + E	Top menu	Alt + E
To e-mail the current voucher or report	Ctrl + M	Top menu	Alt + M
To print the current voucher or report	Ctrl + P	Top menu	Alt + P
To open the Help menu	F1	Top menu	None
To open TallyHelp topic based on the context of the screen that is open	Ctrl + F1	Top menu	Alt + H
To change the date of voucher entry or period for reports	F2	Right button	F2
To change the date of voucher entry or period for reports	Alt + F2	Right button	Alt + F2
To switch to another company from the list of open companies	F3	Right button	F3
To select and open another company located in the same folder or other data paths	Alt + F3	Right button	Alt + F3
To shut the currently loaded companies	Ctrl + F3	Right button	Alt + F1
To open the list of configurations applicable for the report/view	F12	Right button	F12
To exit a screen or the application	Ctrl + Q	Bottom bar	Ctrl + Q

Shortcuts in Reports

Actions	Shortcuts in TallyPrime	Location in TallyPrime	Shortcuts in Tally.ERP 9
To insert a voucher in a report	Alt + I	Bottom bar	Alt + I
To create an entry in the report, by duplicating a voucher	Alt + 2	Bottom bar	Alt + 2
To delete an entry from a report	Alt + D	Bottom bar	Alt + D
To add a voucher in a report	Alt + A	Bottom bar	Alt + A
To cancel a voucher from a report	Alt + X	Bottom bar	Alt + X
To remove a line entry from a report	Ctrl + R	Bottom bar	Alt + R
To display all hidden line entries, if they were removed	Alt + U	Bottom bar	Ctrl + U

Actions	Shortcuts in TallyPrime	Location in TallyPrime	Shortcuts in Tally.ERP 9
To display the last hidden line (If multiple lines were hidden, pressing this shortcut repeatedly will restore the last hidden line first and follow the sequence)	Ctrl + U	Bottom bar	Alt + U
To drill-down and open a voucher or master from the last level details of a report	Enter	Bottom bar	Enter
To drill-down and open a voucher for display	Ctrl + Enter	Bottom bar	Enter
To alter a master during voucher entry or from drill-down of a report	Ctrl + Enter	Bottom bar	Ctrl + Enter
To select/deselect a line in a report	Spacebar	Bottom bar	Space bar
To select or deselect a line in a report	Shift + Spacebar	Bottom bar	Shift + Spacebar
To select or deselect all lines in a report	Ctrl + Spacebar	Bottom bar	Ctrl + Spacebar
To view the report in detailed or condensed format	Alt + F1 Alt + F5	Right button	Alt + F1
To open the GST Portal	Alt + V	Right button	Ctrl + O
To add a new column	Alt + C	Right button	Alt + C
To alter a column	Alt + A	Right button	Alt + A
To delete a column	Alt + D	Right button	Alt + D
To auto repeat columns	Alt + N	Right button	Alt + N
To filter data in a report, with a selected range of conditions	Alt + F12	Right button	Alt + F12
To calculate balances using vouchers that satisfy the selected conditions	Ctrl + F12	Right button	Ctrl + F12
To views values in different ways in a report	Ctrl + B	Right button	None
To change view – display report details in different views To navigate to Voucher View from Summary reports To navigate to post-dated cheque related transactions report	Ctrl + H	Right button	F7/F8/F9 Alt + T
To view the exceptions related to a report	Ctrl + J	Right button	None
To drill down from a line in a report	Enter	NA	Enter
To expand or collapse information in a report	Shift + Enter	NA	Shift + Enter
To select or deselect lines till the end	Ctrl + Shift + End	NA	Ctrl + Shift + End
To select or deselect lines till the top	Ctrl + Shift + Home	NA	Ctrl + Shift + Home
To invert selection of line items in a report	Ctrl + Alt + I	NA	Ctrl + Alt + I
To perform linear selection/deselection multiple lines in a report	Shift + Up/Down	NA	None

Shortcuts in Voucher and Masters

Action	Shortcut in TallyPrime	Location in TallyPrime	Shortcut in Tally.ERP 9
To delete a voucher	Alt + D	Bottom bar	Alt + D
To cancel a voucher	Alt + X	Bottom bar	Alt + X
To remove item/ledger line in a voucher	Ctrl + D	Bottom bar	Ctrl + D
To mark a voucher as Post-Dated	Ctrl + T	Right button	Ctrl + T
To autofill details	Ctrl + F	Right button	Ctrl + A
To change mode – open vouchers in different modes	Ctrl + H	Right button	Ctrl + V (Voucher mode)

Action	Shortcut in TallyPrime	Location in TallyPrime	Shortcut in Tally.ERP 9
			Alt + I (Invoice mode)
To open the Stock Query report for the selected stock item	Alt + S	Right button	Alt + S
To mark a voucher as Optional	Ctrl + L	Right button	Ctrl + L
To add more details to a master or voucher for the current instance	Ctrl + I	Right button	None
To define stat adjustments during voucher entry	Alt + J	Right button	Alt + J
To view list of all vouchers or masters	F10	Right button	None
To retrieve Narration from the previous ledger during voucher entry	Alt + R	NA	Alt + R
To open the calculator panel from Amount field during voucher entry	Alt + C	NA	Alt + C
To open a manufacturing journal from the Quantity field of a journal voucher	Alt + V	NA	Alt + V
To retrieve the Narration from the previous voucher, for the same voucher type	Ctrl + R	NA	Ctrl + R
To go to the next input field	Tab	NA	Tab
To go to the previous input field	Shift + Tab	NA	Shift + Tab
To remove the value typed	Backspace	NA	Backspace
To create a master, on the fly	Alt + C	NA	Alt + C
To open the calculator panel	Alt + C	NA	Alt + C
To insert the base currency symbol in an input field.	Alt + 4Ctrl + 4	NA	Ctrl + 4
To open the previously saved master or voucher To scroll up in reports	Page Up	NA	Page Up
To open the next master or voucher To scroll down in reports	Page Down	NA	Page Down
To copy text from an input field	Ctrl + C Ctrl + Alt + C	NA	Ctrl + Alt + C
To paste input copied from a text field.	Ctrl + V Ctrl + Alt + V	NA	Ctrl + Alt + V

Shortcuts to open Vouchers

Action	Shortcut in TallyPrime	Location in TallyPrime	Shortcut in Tally.ERP 9
To open Contra voucher	F4	F10 > Accounting Vouchers	F4
To open Payment voucher	F5	F10 > Accounting Vouchers	F5
To open Receipt voucher	F6	F10 > Accounting Vouchers	F6
To open Journal voucher	F7	F10 > Accounting Vouchers	F7
To open Stock Journal voucher	Alt+F7	F10 > Inventory Vouchers	Alt+F7
To open Physical Stock	Ctrl+F7	F10 > Inventory Vouchers	Alt+F10
To open Sales voucher	F8	F10 > Accounting Vouchers	F8
To open Delivery Note	Alt+F8	F10 > Inventory Vouchers	Alt+F8
To open Sales Order	Ctrl+F8	F10 > Order Vouchers	None
To open Purchase voucher	F9	F10 > Accounting Vouchers	F9
To open Receipt Note	Alt+F9	F10 > Inventory Vouchers	Alt+F9
To open Purchase Order	Ctrl+F9	F10 > Order Vouchers	None
To open Credit Note	Alt+F6	F10 > Accounting Vouchers	Ctrl+F8
To open Debit Note	Alt+F5	F10 > Accounting Vouchers	Ctrl+F9
To open Payroll voucher	Ctrl+F4	F10 > Payroll Vouchers	None

To open Rejection In voucher	Ctrl+F6	F10 > Inventory Vouchers	Ctrl+F6
To open Rejection Out voucher	Ctrl+F5	F10 > Inventory Vouchers	Alt+F6